

Long-Term Substitute Teacher Collection School Year 2006-2007

TABLE OF CONTENTS

Data Requirements	1
Adding a Long-Term Sub.....	3
Editing a Long-Term Sub	6
Running Report	7

Data Requirements

- **A long-term substitute teacher is defined as per SDCL 13-43-57:**
Long-term substitute teachers -- Defined -- Report on district's use -- Promulgation of rules for reporting. A long-term substitute teacher is a substitute teacher who is employed as a substitute teacher for ten or more consecutive school days as a substitute for the same teacher. Each school district shall submit to the Department of Education a report on the district's use of long-term substitute teachers during the preceding school year. The report shall include the number of long-term substitute teachers used and the reasons, in each specific case, for the use of the long-term substitute. The department shall analyze the reports to determine trends in the frequency of and reasons for the use of long-term substitute teachers. The South Dakota Board of Education shall promulgate rules pursuant to chapter 1-26 to specify the dates and methods of reporting and the type of information that is required to be reported pursuant to this section. The rules may allow the report to be incorporated into other reports by the district to the department.

STEP #1: ALL districts are required to access this menu, even if you have no data to report. After accessing this menu simply click the radio button indicating whether you have long-term substitute teachers.

Dist/Year: 32002 Pierre School District 32-2 2004

“Long-Term Substitute Teachers” menu

Term Substitute Teachers List

Definition:
Long-term substitute teacher is defined as per SDCL 13-43-57

Long-term substitute teachers -- Defined -- Report on district's use -- Promulgation of rules for reporting. A long-term substitute teacher is a substitute teacher for ten or more consecutive school days as a substitute for the same teacher. Each school district shall submit to the Department of Education a report on the district's use of long-term substitute teachers during the preceding school year. The report shall include the number of long-term substitute teachers used and the reasons, in each specific case, for the use of the long-term substitute. The department shall analyze the reports to determine trends in the frequency of and reasons for the use of long-term substitute teachers. The South Dakota Board of Education shall promulgate rules pursuant to chapter 1-26 to specify the dates and methods of reporting and the type of information that is required to be reported pursuant to this section. The rules may allow the report to be incorporated into other reports by the district to the department.

Did your district have any long-term substitute teachers? ☐ Yes ☐ No

Select Yes or No above and click "next" to continue

ALL districts are required to access this menu, even if you have no data to report. After accessing this menu simply click the radio button indicating whether you have long-term substitute teachers.

Below is a list of common occurrences of when substitutes are hired and whether they need to be reported for this data collection. Please review the below list and also the above statutory definition of a long-term substitute.

<u>Description:</u>	<u>Report as a Long-Term Substitute</u>	<u>Personnel Record Submitted for this Individual</u>	<u>Reason:</u>
Substitute hired to replace a teacher on maternity leave?	YES	NO	The teacher for whom the substitute was hired was reported on PRF and the substitute will be "temporary" but also hired for more than 10 consecutive days.
Individual is hired to replace a teacher AFTER the beginning of the school year and will assume the assignments of this teacher for the remainder of the school term?	NO	YES	Individual is assuming the assignments of the teacher. You need to add a personnel record form for this individual.
Non-certified person hired to teach for the entire school year?	NO	YES	This person is not "replacing" an existing teacher but was hired for this teaching position for the entire school year.
Non-certified person hired to fill a teaching vacancy as of October 15th with the intent to actively look for a certified teacher?	NO	YES	This person is not "replacing" an existing teacher but was hired for this teaching position with the intent of finding a certified teacher.
Teacher is sick for 3 days and substitute was hired?	NO	NO	Substitute must be hired for at least 10 consecutive school days.
Substitute replaces Teacher "A" for 5 days, teacher then returns for 1 day and then is gone for an additional 6 days?	NO	NO	According to the state statute the substitute must be replacing the same teacher for at least 10 CONSECUTIVE school days.
Substitute replaces Teacher "A" for 4 days and then Teacher "B" for 8 days?	NO	NO	Substitute must replace the SAME teacher for 10 consecutive days.
Substitute hired to replace Teacher "A" for 6 days, Teacher "A" returns for half days for 4 days with the substitute continuing to teach the remainder of the day?	YES	NO	Same teacher for 10 consecutive days -- this substitute meets the definition of a long term substitute.
Substitute hired to replace Educational Assistant	NO	NO	State law defines a long-term sub as a "substitute teacher" and "Other School Personnel" (i.e. educational assistant) are NOT teachers
Substitutes replaces the SAME teacher for 6 days and the long-term substitute gets sick for a day and then returned for another 4 days	YES	NO	As soon as the teacher returns to the classroom, the long-term substitute's days terminate. Same teacher for 10 consecutive days -- this substitute meets the definition of a long term substitute.
Substitutes replaces the SAME teacher for 6 days and the teacher returned for a day and then the long-term substitute had to come back.	NO	NO	As soon as the teacher returns to the classroom, the long-term substitute's days terminate. Substitute must be hired for at least 10 consecutive school days.

Adding Long-Term Substitute Teachers

STEP #1: If you have data to report, simply select the **yes** radio button, click on **next**, and continue with steps #1-4.

DistYear	32002 Pierre School District 32-2	2004
<div>DOE</div> <div>TST</div> <div>Actions</div> <div>Change District an</div> <div>Authority To Act</div> <div>Bus Drivers</div> <div>Bus Driver Lists</div> <div>Cert/Cred</div> <div>CIP Program</div> <div>Correspondence</div> <div>District Information</div> <div>Authority to Act</div>	<div>Long-Term Substitute Teachers List</div> <div>Definition:</div> <p>A long-term substitute teacher is defined as per SDCL 13-43-57</p> <p>Long-term substitute teachers are those who are employed by the district for a period of more than one year. The department shall promulgate rules pursuant to the provisions of this section. The rules may allow the report to be included in the annual report to the department.</p> <div> <div>#1 Select yes.</div> <div>#2 Click on next.</div> </div> <div> <div>Did your district have any long-term substitute teachers?</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Next >"/> </div> </div> <p>*Select Yes or No above and click "next" to continue</p>	

STEP #2: Click on the **add** button to add an occurrence.

DistYear
32002Pierre School District 32-2
2004

DOE

Tst

Actions

Change District and Authority To Act

Bus Drivers

Bus Driver Lists

Cert/Cred

CIP Program

Correspondence

District Information

Authority to Act

Add District/School Info

Add Bus Driver Inform

Check Graduation Info

Contracted SFEQ Per

Long-Term Substitute

Qualifications-Assign

Personnel Record For

Update Math & Science

Other School Personnel

Paraprofessionals

Teacher Vacancy

Assurance Statement

Individual Info

District Address

Long-Term Substitute Teachers List

Did your district have any long-term substitute teachers? ☒ Yes ☐ No [View Definition](#)

Teacher	Substitute	# Days
There are no records to edit or delete		

Click on the **add** button.

[0] Substitute
Double-Click record above to edit

Add
Edit
Delete
Print

1. Enter the long-term substitute's **social security number** and click on **next**.

#1 Enter the **social security number**.

Enter Substitute's SSN:

Cancel Next

#2 Click on **next**.

2. If this person holds an active certificate through Accreditation and Teacher Quality (EX: Teacher, Administrator, School Service Specialist, or Instructor), the personal data fields will be completed for you. Therefore, skip to step #3. If this person does NOT currently have an active certificate through Accreditation and Teacher Quality (EX: Non-Certified Educator), you will be required to enter the personal data fields.

No records matched SSN: 987-65-4321. Please enter a new record.

- a. Enter the personal data fields
- 1) **Social Security Number** - enter the long-term substitute teacher's social security number. If the employee has a green card and does not have a social security number, call the Office of Accreditation and Teacher Quality at 773-3553.
 - 2) **Last Name**
 - 3) **First Name**
 - 4) **Middle Name** (not required)
 - 5) Select the appropriate **Gender**, Male or Female (not required)
 - 6) Select the appropriate **Ethnicity** (not required).
 - a) **White, not Hispanic** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
 - b) **Asian or Pacific Islander** - A person having origins in any of the original people of the far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
 - c) **Black, not Hispanic** - A person having origins in any of the black racial groups of Africa.
 - d) **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
 - e) **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.
 - 7) Encode the **date of birth**

Dist/Year	32002 Pierre School District 32-2	2004
-----------	-----------------------------------	------

DOE
 Test

Actions
 Change District and Year
 Authority To Act
 Bus Drivers
 Bus Driver Lists
 Cert/Cred
 CIP Program
 Correspondence
 District Information
 Authority to Act
 Add District/School Info
 Add Bus Driver Inform

Long-Term Substitute Personnel
 SSN: 987-65-4321
 Last Name: Nelson-Stastny First Name: Janina Middle Name: J
 Gender: * Select Gender Ethnicity: * Select Ethnicity
 Date of Birth: (MM/DD/YYYY) 8/4/1970
 * These fields are not required
 Cancel Save

If this long-term sub does NOT currently have an active certificate through Accreditation and Teacher Quality, you will be required to enter the personal data fields. Gender and ethnicity are not required.

STEP #3: Data Entry Screen for long-term substitute teachers without a certificate through the Accreditation and Teacher Quality

Note: School districts will not be allowed to change name or birth date of a person who at one time had a certification record. This is still a record that is maintained by the State.

1. When you choose the **attendance center**, the program only brings up those personnel assigned to that attendance center.
2. Select the **teacher who is being replaced**. Based on the selection, the program populates ALL instructional assignments reported for ALL attendance centers on the personnel record for this “teacher of record”.

#1 Select the **attendance center**.

#2 Select the **teacher replacing**.

#3 **TIP:** Either click on “Select all” or click on the individual assignment.

#4 The **number of days** must be greater than 10.

#5 Select the **reasons**.

#6 Be sure to click on **save!!**

3. **TIP:** Either click on “Select all” or click on the individual assignments.
4. A long-term substitute teacher is a substitute teacher who is employed as a substitute teacher for ten or more consecutive **school days** as a substitute for the same teacher.
5. Select the **reasons**, in each specific case, for the use of the long-term substitute. If you select “other”, you will be required to enter a reason.
6. Please be sure to click the **Save** button!!

STEP #4: If you have more long-term substitute teachers to report, continue with the above steps.

Editing a Long-Term Substitute Record

The long-term substitute teachers you encoded will populate the screen. Follow the below steps if you want to make corrections to an entry.

STEP #1: Editing a Record

DistYear: 32002 Pierre School District 32-2 2004

DOE Test

Long-Term Substitute Teachers List

Did your district have any long-term substitute teachers? ☒ Yes ☐ No View Definition

Teacher	Substitute	# Days
Heiden, Debra	Nelson-Stastry, Jantina	11

#1 Highlight a specific row.

Choose the option of **edit** to correct employee's information for the current school year.

(1) Substitute(s)

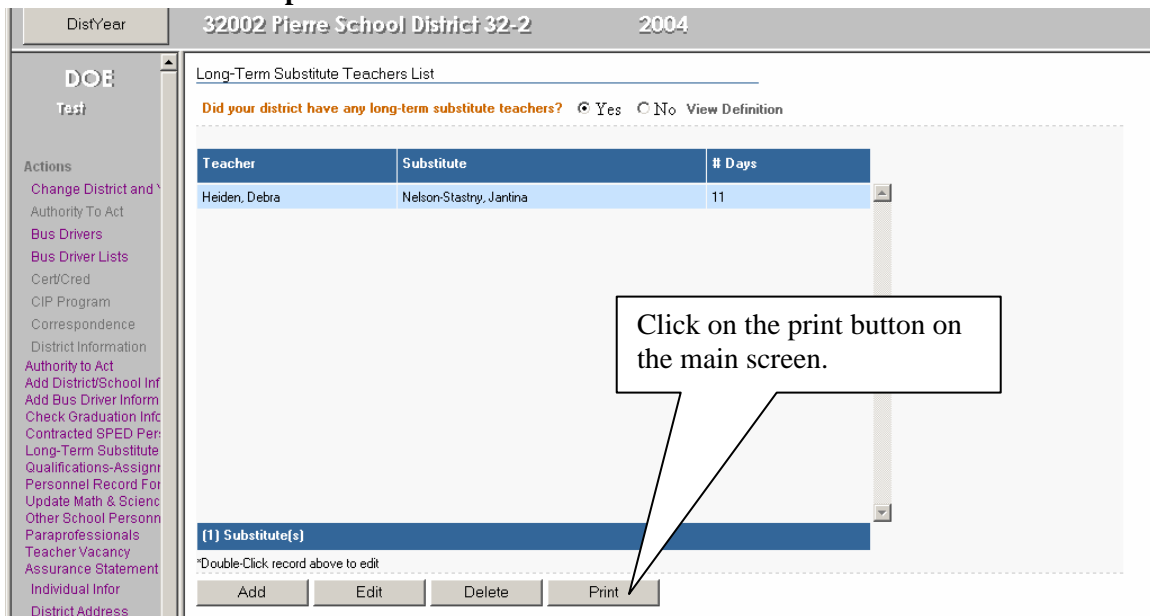
*Double-Click record above to edit

Add Edit Delete Print

1. Highlight a specific row.
2. Choose the option of **edit** to correct employee's information for the current school year.
3. Modify the long-term substitute record.
4. Be sure to click on the "Save" button.

Running a Report

STEP #1: Click on the **print** button on the main screen.



Dist/Year: 32002 Pierre School District 32-2 2004

DOE Test

Long-Term Substitute Teachers List

Did your district have any long-term substitute teachers? ☒ Yes ☐ No View Definition

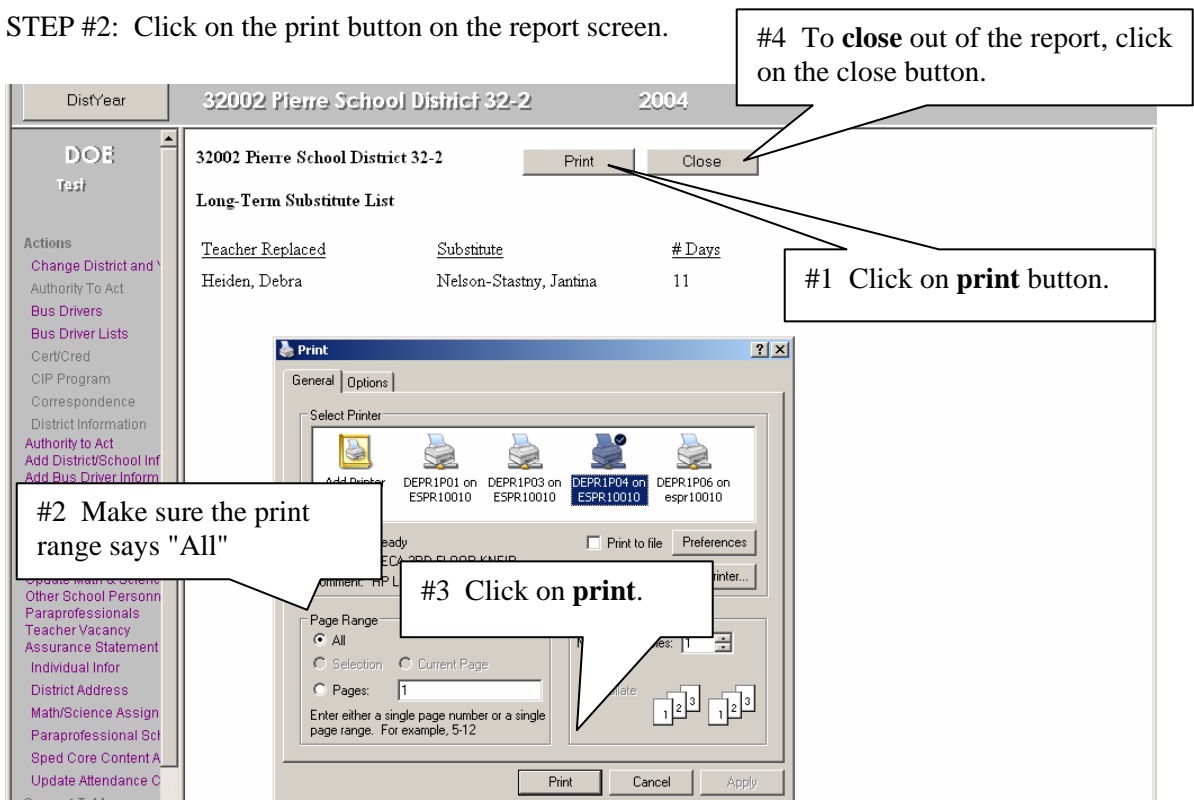
Teacher	Substitute	# Days
Heiden, Debra	Nelson-Stastny, Jantina	11

(1) Substitute(s)

*Double-Click record above to edit

Add Edit Delete Print

STEP #2: Click on the print button on the report screen.



Dist/Year: 32002 Pierre School District 32-2 2004

DOE Test

32002 Pierre School District 32-2

Long-Term Substitute List

Teacher Replaced Substitute # Days

Heiden, Debra Nelson-Stastny, Jantina 11

Print Close

#1 Click on print button.

#2 Make sure the print range says "All"

#3 Click on print.

#4 To close out of the report, click on the close button.

Print

General Options

Select Printer

DEPR1P01 on ESPR10010 DEPR1P03 on ESPR10010 DEPR1P04 on ESPR10010 DEPR1P06 on espr10010

Print to file Preferences

Page Range

☒ All ☐ Selection ☐ Current Page

Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Print Cancel Apply